



# Department of Environmental Protection

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FACILITY MANAGER

February 15, 2013

«Name»  
«Mail\_Address1»  
«Mail\_Address2»  
«Mail\_Town», «Mail\_State» «Mail\_Zip»

Re: **2012 Source Registration – Notice of requirement to file for**  
«Name» located at «Address1» «Address2»  
«Town», «STATE» «Zip»  
CLASS: «Class» LAST SUBMITTAL: «Last\_SR\_Submitted»  
AQ/SSEIS ID: «AQID» TIN: «TIN»

To: FACILITY MANAGER:

As per the requirements of 310 CMR 7.12: *Source Registration*, and MassDEP records, you are required to file a Source Registration for calendar year 2012 for the above-referenced facility.

**Deadline for Filing:** This report must be completed using calendar year 2012 information and submitted to MassDEP by «SR\_Due\_Date». You should be aware that failure to comply with the Source Registration reporting requirement or failure to submit accurate, complete and signed forms may result in Administrative Penalties up to \$1,000 per day.

**How and Where to File:** The forms for Source Registration are available through eDEP, MassDEP's on-line filing system. You can find a link to eDEP at the *Source Registration Web Page* at: <http://www.mass.gov/dep/service/compliance/sr.htm>

**New eDEP Users:** Be sure to read the Fact sheets found at: <http://www.mass.gov/dep/service/compliance/srtrain.htm>

- “Read this First: What you Must Know to File”, and
- “Quick Start: How to Access the Forms”.

New users will need to register on eDEP. Training is available; the table below list resources.

**Some Common Issues using eDEP:** eDEP must be designated as a “trusted site” in your browser or the forms will not open correctly. Some versions of Adobe Reader do not work with some browsers. You should have only one session of eDEP open. For easy solutions to these and several other common issues using eDEP, download a “Troubleshooting Guide” from the *Source Registration Web Page* at: <http://www.mass.gov/dep/service/compliance/srproblems.htm>

**Common Errors to Avoid When Filing:** Please note the following when completing your Source Registration to avoid errors and potentially having to resubmit your report:

- **Facility Name Change:** If your facility's name or address has changed, you should contact the data manager in your MassDEP Regional Office before you start work on your forms (or you will have to start the forms over again to include the name change). You will need to contact the Regional Office Data Manager; their contact information can be found on the *Source Registration Web Page* at: <http://www.mass.gov/dep/service/compliance/srhelp.htm>.
- **Fuel Usage:** When entering the amount of fuel burned (or other throughput) be sure to check the units of measure displayed in the unit's field to avoid time-consuming errors. **NOTE** that sometimes throughput must be reported in units of 1000 gallons rather than gallons, or million cubic feet rather than cubic feet.
- **Lead emissions:** If your facility emits lead to the air, you need to report this using the “Other” pollutant

column on the form for the emissions unit that emits the lead.

- **Emergency Generators:** Owners/operators of a facility with emergency generators must report their 300-hour use restriction on the AP1 form in field B.1.h for each generator (or any other restriction under a permit). The 300-hour restriction is found in 310 CMR 7.02(8)i.2, or 7.03 (10)(a) or 7.26(42)d.1 (see <http://www.mass.gov/dep/service/regulations/310cmr07.pdf>).
- **Stack height:** On the Stack form, please note that the height of a stack should be measured from the ground.
- **Report on All Units:** You must report on all emission units at the facility, *including those that are idle*.

**Help with your forms:** Listed below are additional resources to help you complete your on-line Source Registration:

MassDEP Source Registration Web Page	<a href="http://www.mass.gov/dep/service/compliance/sr.htm">http://www.mass.gov/dep/service/compliance/sr.htm</a> This is the primary source of information about Source Registration, including <b>instructions</b> – please bookmark this page.
SR Help Desk – email	<a href="mailto:air.quality@massmail.state.ma.us">air.quality@massmail.state.ma.us</a>
SR Help Desk – phone	Robert Boisselle: 617-292-5609 Gregory Warner: 617-348-4010
Training	Training is available via computer – visit the <i>Source Registration Web Page</i> for information at: <a href="http://www.mass.gov/dep/service/compliance/srtrain.htm">http://www.mass.gov/dep/service/compliance/srtrain.htm</a>
What’s new in Source Registration?	Add your name to the list to receive important updates on Source Registration automatically via email – go to the blue “Sign up” button at the bottom of the <i>Source Registration Web Page</i> : <a href="http://www.mass.gov/dep/service/compliance/sr.htm">http://www.mass.gov/dep/service/compliance/sr.htm</a>

**Should you have received this notice?** *Do not ignore this notice.* If you believe your facility is not required to file a Source Registration, or you believe this notice was sent based on incorrect information about your facility, please email the Source Registration Help Desk to resolve your question.

If you have any specific concerns about your filing not covered by this mailing or the fact sheets, or if you cannot file online, please contact the Source Registration Help Desk.

Your submittal will provide MassDEP with valuable information on air emissions from individual facilities and across the state. The information is used for program planning by MassDEP and EPA, and is used to inform the public about air quality across Massachusetts.

We look forward to receiving your submittal.

Sincerely,

Stephanie MacLeod, Acting Deputy Director  
Division of Business Reporting Services/Fiscal Operations  
Bureau of Waste Prevention